



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>TRAINING ADMINISTRATOR</b>
3	<b>Posting Number</b>	<b>PN# 112579</b>
4	<b>Department</b>	<b>Department of Public Works &amp; Engineering</b>
5	<b>Division</b>	<b>Resource Management Division</b>
6	<b>Section</b>	<b>Utility Customer Service</b>
7	<b>Reporting Location</b>	<b>4200 Leeland</b>
8	<b>Workdays &amp; Hours</b>	<b>8:00 am – 5:00 pm; M – F*</b>
		<b>*Subject to change</b>

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates and directs personnel training and staff development programs for Utility Customer Service employees. Determines and analyzes training needs for employees, supervisors and managers. Delivers training as needed. Confers with management and supervisory personnel to assess training needs. Formulates and develops plans, procedures and programs and materials to meet training needs and problems. Organizes and develops training manuals, reference libraries, evaluation procedures, multimedia visual aids and other educational materials. Supervises and conducts necessary employee training including supervisory, coaching, etc. Coordinates training offered by outside resources. Develops and administers training department budgets, recommending equipment purchases and personnel staffing. Maintains training records and ensures compliance with policies. Maintains contacts with other companies, training organizations and associations for the purpose of keeping abreast of new training developments and best practices. Selects, trains and supervises training staff personnel. Conducts training session as required.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four years of professional personnel experience involving training in a format classroom setting and/or the development of curriculum and lesson plans for adult learners are required. Pertinent training experience at the professional level may be substituted for the above educational requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Certified through recognized professional training association or program, extensive stand-up and delivery experience. Excellent communication and computer skills. Experience in a customer service or utility business. Must be flexible to meet customers' needs. Bilingual preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 24</u>
\$1,419 - \$1,961	Biweekly \$36,894 – \$50,986 Annually

18 **OPENING DATE**

August 16, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD Line phone number is 713.837.9471. For application status inquiries, please call (713) 837-0571.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer